



Associate Administrative Analyst (Accounting Systems)

5304 – 5PB20

Department(s): California Department of Public Health
California Public Employees Retirement System
California Public Utilities Commission
Department of Consumer Affairs
Department of Health Care Services
Department of Human Resources
Department of Industrial Relations
Department of Social Services
State Compensation Insurance Fund
State Personnel Board

Opening Date: 11/20/2015

Final Filing Date: Continuous

Salary: \$4829-\$6048

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for 12 months.

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability, medical condition or religious accommodation, you will be able to request a reasonable accommodation during the exam filing process.

If you have any questions, please contact the:

California Department of Human Resources' Contact Center

1-866-844-8671

California Relay Service (7-1-1)

Telecommunications Device for the Deaf (TTY) at (916) 654-6336*

(*) TTY is a telecommunications device that is reachable only from telephones equipped with a TTY device.

ELIGIBLE LIST INFORMATION

An open, merged eligible list will be established by the California Department of Human Resources for use by other State departments. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires eighteen (18) months after it is established. Competitors must then retake the Training and Experience Evaluation to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

Either I:

One year of experience in the California state service performing duties comparable to those of an Assistant Administrative Analyst (Accounting Systems).

Or II:

Experience: Three years of increasingly responsible technical experience in governmental, commercial, or public accounting performing any one or a combination of the following types of work:

1. Development and installation of varied accounting systems. or
2. Preparation of comprehensive and complex financial statements and tax returns. or
3. Directing or assisting in the direction of the accounting and budgetary work of a business concern or governmental agency. or
4. Analytical and critical examination of financial records and books of accounts of business concern or governmental agencies.

[At least one year of the qualifying experience shall have been equivalent in level to an Assistant Administrative Analyst (Accounting Systems) in the California state service. In evaluation of experience, greater weight will be given to experience in the full-time development and installation of accounting systems.]

And

1. Equivalent to graduation from college, with specialization in accounting. Or
2. Completion of either:
 - a. A prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.
 - b. The equivalent of 16 semester hours of professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

POSITION DESCRIPTION

Under general direction, to make studies of the accounting systems and financial organization, policies, procedures and practices of State agencies and to prepare reports containing recommendations; to provide consultative service to State agencies; and to do other related work.

Makes major analytical studies of the accounting systems of large and complex State agencies; formulates new or

revised systems to meet accounting needs; analyzes the application of office machines and other equipment to specific operations; studies costs and formulates unit cost data as necessary to implement surveys; analyzes work flow and layout; establishes standards for the evaluation of work output; evaluates existing and proposed financial organization, policies, and procedures; prepares factual reports with recommendations based on studies and surveys; prepares manuals of accounting procedures and guides and assists in the installation of new procedures and systems; advises agency officials on accounting and fiscal problems; analyzes budget requests and makes recommendations on their necessity and feasibility; does research on legislation pertaining to fiscal matters and revises accounting procedures to conform; interviews and consults with departmental officials and officers of outside agencies; may supervise and give advice to administrative analysts to lower levels; and dictates correspondence.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

[Click here to preview the Training and Experience Evaluation.](#)

Exam Scope

Knowledge of:

Accounting principles and practices; governmental accounting and budgeting; administrative survey principles and techniques; principles of organization administration, and management; uniform accounting system and financial organization and procedures of the State of California; principles of public administration; office methods, equipment, and procedures; statistical methods; principles of personnel management and supervision; principles and procedures of automatic data processing systems.

Ability to:

Apply administrative survey principles and techniques to the analysis and development of accounting and financial organization, procedures, and problems of governmental agencies; establish and maintain cooperative relationships with representatives of public and private agencies; prepare questionnaires and interview effectively; supervise the work of both technical and clerical assistants; analyze data and draw sound conclusions; communicate effectively; prepare comprehensive reports and compile manuals of accounting procedures; analyze situations accurately and adopt an effective course of action.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

VETERANS

Persons retired from the United States military or honorably discharged from active duty shall be eligible to compete in promotional examinations for which they meet the minimum qualifications as prescribed

by the class specification. Persons receiving passing scores shall have their names placed on the promotional eligibility lists resulting from these examinations. In evaluating minimum qualifications, related military experience shall be considered State civil service experience in a class deemed comparable by CalHR, based on the duties and responsibilities assigned (Section 18991).

For cases in which promotional examinations are given by more than one department for the same classification, the veteran shall select one department for which to compete. Once this selection is made, it cannot be changed for the duration of the promotional list eligibility established from the examination in which the veteran participated. Employees may request a transfer of list eligibility between departments in the same manner as provided for civil service employees (Section 18991).

CAREER CREDITS

Career Credits will be applied to state employees' final passing score who have obtained permanent civil service status with the state of California.

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact:

The California Department of Human Resources Selection Division

1515 S Street, North Building, Suite 400

Sacramento, CA 95811-7258

1-866-844-8671

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GENERAL INFORMATION

Applications are available at www.jobs.ca.gov and local offices of the Employment Development Department.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Human Resources reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and

evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification, [click here](#).

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

Bulletin Revision Date: 11/17/2015

FILING INSTRUCTIONS

Final Filing Date: Continuous

Filing Period: Your examination results are valid for 18 months. You may retake this examination after your 12 months of eligibility has expired to reestablish eligibility.

Where to Apply: Click the link at the bottom of this bulletin.

By clicking the link below, you will be directed to the Training and Experience Evaluation. Upon completion, the Evaluation will be instantly scored.

[Click here to go to the Training and Experience Evaluation.](#)

SUGGESTED RESOURCES TO HAVE AVAILABLE WHEN BEGINNING THE EVALUATION

Employment History: Job Titles, organization name and addresses, name of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School name and address, degree(s) earned, date(s) attended, courses taken (Verifiable on a Transcript), person or office who can verify education, and phone numbers of persons listed above.

Training: Class titles, certifications received, name of a person who can verify your training and their contact information.